

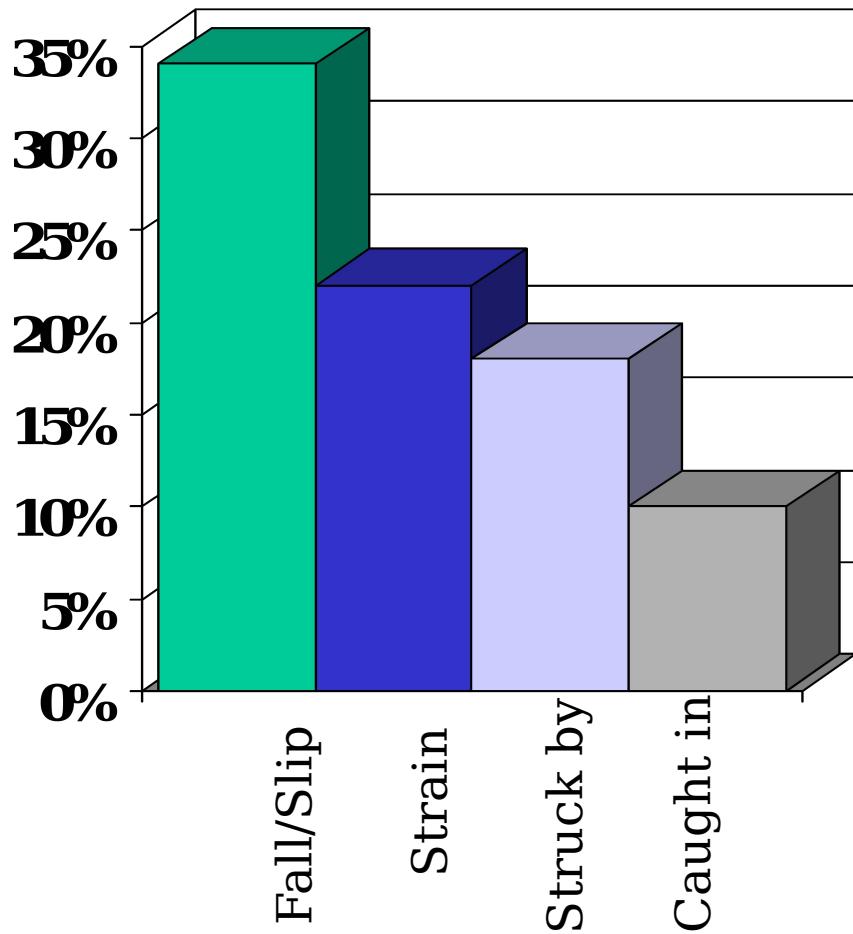
A photograph of a cluttered office desk. In the foreground, there's a keyboard and some papers. Behind it is a light-colored filing cabinet with several drawers. On top of the cabinet, there are several books and papers. To the right, there's a large wooden cabinet or bookshelf filled with more books and papers. The overall scene suggests a busy, unorganized workspace.

Office Safety

Overview

- Survey office for safety concerns
- Evaluate office for safety concerns
- Mitigation of safety concerns

Background



Source: National Safety Council, Accident Prevention Manual, 1992

- Disabling Office Mishaps
 - Office workers sustain approx 76,000 fractures, dislocations, sprains, strains and contusions annually
- OSHA Act
 - Requires employers to provide safe and healthy work environment

Survey Office Spaces

- Upon initial assignment
- Take notes
- Identify hazardous areas and processes
- Make liaisons in your unit

Evaluate Office Spaces

- Formal in nature
- Use checklist specifically designed for your Unit
- Conduct job hazard analysis
- Conduct work center analysis

Evaluate Office Spaces cont.

- Physical Layout
 - Spacing
 - Layout
 - Walkways
- Housekeeping Hazards
- Exits and Egress Hazards



Evaluate Office Spaces cont.

- Fire Hazards
- Handling and Storage
- Machines and Tools
- Furniture
- Electrical Hazards



Evaluate Office Spaces cont.

- Work stations
- Ventilation
- Lighting
- Noise
- Mishap Logs and Records



Mitigation

- Physical Layout
 - Spacing
 - Layout
 - Walkways
- Housekeeping Hazards
- Exits and Egress Hazards

Mitigation

- Fire Hazards
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Mitigation

- Work stations
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- Noise
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Mitigation

- Federal Employees Compensation Act (FECA)
 - OPNAVINST 12810.1
 - CNO ltr 1990
 - “Charge back” to individual command
 - Command pays for individual’s medical expenses, lost time out of command’s OPTAR
 - HRO Compensation Roll

Mitigation

- Get People Back to Work
 - Job engineering
 - Light duty
 - Retrain
 - Find jobs in other areas

References

- NAVMC DIR 5100.8
- 29 CFR 1910.1030

